

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 07-22-25

Time: 10:17 AM

I. IN ATTENDANCE

Niki (President), Dustin (Vice President), Katie (Past President), Marie (Board Member), Chelsea (Board Member), and Heather (Board Member) were present. Daedra (Treasurer), Kara (Secretary), and Luke (Board Member) were absent.

II. MINUTES 06-24-25

Niki motioned to adopt the minutes from June 24, 2025, Marie seconded, and the motion passed unanimously.

III. FINANCE

Financial Reports: This item was rescheduled to the next meeting due to Treasurer's absence.

Sponsorship Update: Dustin encouraged the Board to reach out to sponsors if they have not already. The Board needs to email sponsors to let them know about the theme, and check whether they would like to submit a short video or PowerPoint slide. Dustin let any golf sponsors know about the theme.

D&O Insurance: *Niki motioned to approve a D&O policy in the amount of \$1,000,000. Katie seconded, and the motion passed unanimously.*

IV. 2025 FALL CONFERENCE

Session Topics/Speakers: The Board discussed registration numbers and two missing sessions. Dustin reached out to Willis Towers Watson for a session and placed materials in Teams. Katie suggested removing a breakout session if necessary.

Vote for Patty Mulvihill Reimbursement (League of Oregon Cities): *Dustin motioned to approve the equivalent of a King Room (\$140) to be reimbursed to Patty Mulvihill, Niki seconded, and the motion passed unanimously.*

Food, Drinks, Ticket Distribution: Niki and Dustin met with conference staff. They determined that alternate menu items can be made available with a ticketing system. They have western themed food options available. They determined that stuffed red peppers do not work well for buffet style and suggested choosing an alternative at the next meeting when the menu is finalized. They recommended going with a la carte coffee versus half-day service. Regarding raffle prizes, Katie suggested using a cardboard cutout of bottles for the gift basket with gift cards attached. Attendees will receive two tickets in their welcome packets.

Golf Event: Dustin provided an update on the golf event. Sponsors asked whether a drink cart would be available on the course. The group did not think alcohol was appropriate prior to the conference. Dustin agreed to let the venue know. He

also shared that sponsors would be allowed to use golf carts to move items from the course to the conference center. The Board agreed that sponsors can organize their own prizes for golf, and for winner announcements they will have an end of day teaser (Wednesday), with slideshow and winners on Thursday morning.

Wanted Posters: Board members present took headshots, and others could take photos later.

Sponsorship PPT Slide/Video: Katie agreed to help review sponsors and agreed to let Chelsea know if changes are needed for slides or website levels.

Scholarship Announcement: The Board considered whether to offer a student scholarship since they had not connected with universities. They agreed to offer two scholarships for first time attendees and send to new candidates in the Risk Management Certification Program. The Board had a draft letter that could be sent out. Dustin had ideas for school connections, and Katie suggested tabling at career events.

Achievement Award: The Board agreed to package the scholarship, achievement, and board vacancy announcement in July.

Other Discussion Added: Katie requested to review final projects at the next meeting. Dustin agreed to investigate any issues with room booking. The group clarified that board members should book their own rooms and get reimbursed later. The Board also discussed sponsor participation on Wednesday night and agreed on a "Choose Your Own Adventure" framework with activity suggestions at each table.

PRIMA Apparel: Heather shared PRIMA apparel and noted she had samples to try on at the next meeting.

Webpage Update: Chelsea noted changes she made to the sponsorship page. Niki asked about turning off the invoice option, and the Board supported doing this. Niki agreed to follow up. The Board said they would like to post headshots of each board member. Katie said she needed assistance on Teams access.

Risk Management Certification: Katie discussed the program and asked to review projects in August. She noted there are over thirty participants with 10-12 new people. She reviewed mentor responsibilities and agreed to revisit criteria for mentors to report back at a future meeting.

Board Photos: Katie agreed to reach out to a photographer in the Redmond area and suggested offering to the membership. Katie planned to report back at a future meeting.

Raffle Items, Door Prizes, Speaker Gifts and Swag: *Chelsea motioned to approve spending up to \$100 for speaker gifts, \$1,000 for raffle baskets (\$50 or less each), \$100 for swag, and \$100 for door prizes. Katie seconded, and the motion died. Dustin motioned to amend the original motion previously on the floor to exclude swag from the list to discuss later. Katie seconded and the motion passed unanimously.* The Board was encouraged to bring western themed door prize ideas and swag to the next meeting.

Scholarships: *Niki motioned to approve free registration for two scholarship attendees, Dustin seconded, and the motion passed unanimously.*

PRIMA Central Webinars and Clear Risk: Dustin agreed to confirm webinars are \$125 with a discount for multiples. Niki suggested opening one webinar per quarter. Clear Risk was mentioned as a potential option for presenting webinars. Katie agreed to discuss ideas for making webinars free to chapters, changing speaker requirements, and adding membership levels with the PRIMA Chapter Relations and Member Enhancements Committee.

Future Growth: Dustin reintroduced the idea of creating committees to assist with the workload of growth activities. Niki suggested starting slow and looking at the entire structure, including capacity for board involvement. Chelsea inquired about membership capacity. Niki said she hoped to have more school districts and schools as members. Katie discussed some of the challenges with recruiting due to role disbursement. The Board agreed on the importance of avoiding event date conflicts with League of Oregon Cities. They acknowledged that finances have been an issue for larger event space. Moving forward, the Board will look determine what type of committees are needed, membership growth, and more during January's annual retreat. They also discussed some of the pros and cons of offering a virtual option for conferences. They suggested creating a Save the Date card for future events.

V. ADJOURNMENT

The meeting adjourned at 1:09 PM.

Future Meeting: August 26th